

Risk Assessment Form

(This is an active document and must be maintained)



UNIVERSITY OF
CAMBRIDGE

Materials Science and Metallurgy

Date: 15th September 2017

Supervisor of Room/Area: **Prof. Ruth Cameron & Prof. Serena Best**

Room or area: **2_014 & 2_018 (CCMM Labs)**
(Describe location)

Name of Assessor(s): **Wayne Skelton-Hough**

Title of Activity / Experiment / Work Area:

Weighing samples using a 4 digit analytical balance

Description of Activity / Experiment / Work Area:

Assessing weight of samples using a microbalance

SECTION 1: Identify all significant hazards, who or what may be affected by each individual hazard and controls in place to reduce risk to a minimum.

Hazard Description	Hazard to whom or what	Controls in place to reduce risk to a minimum
Electrocution	Person carrying out the procedure	Check for frayed/exposed wires, do not open balance internals, check for PAT sticker.
Slip hazard	User and other lab users	When weighing liquids, avoid spillage on the floor. Clear up all spills IMMEDIATELY
Sharps-risk	Person carrying out the operation.	Ensure the balance case and glass doors are intact (no cracks/chips) to avoid cutting oneself. If using the Metler Toledo AG204 balance with the broken glass panel, make sure the glass panel is securely fastened together with tape and that the tape masks any sharp edges.
Trap fingers in the balance door	Person carrying out the operation.	Do not leave your fingers in the balance doorway while closing, avoid slamming the balance door. Take care not to trap fingers when using a balance where one door closes as the other is opened (Metler Toledo AG204).

Hazard Description	Hazard to whom or what	Controls in place to reduce risk to a minimum
Unknown chemicals	Person carrying out the operation.	Clean up any spilled chemicals immediately. Always wear disposable gloves, secured lab coat and safety glasses when weighing out samples.

SECTION 2: Emergency Procedures

If the operator sustains a cut (or bruised fingers), it should be cleaned and medical attention sought if necessary.

Clean up all spills immediately, solid or liquid.

In case of a small electrical fire, use a CO2 or powder extinguisher. **DO NOT** attempt to tackle any fire if doing so would put you at risk; for larger flames, activate the fire alarm and evacuate the premises.

Signature of Assessor(s)		Date: 15/09/17
Signature of Supervisor		Date: 19/09/17

SECTION 3: Review - This assessment must be reviewed every 12 months or earlier if the basis of the original assessment is altered.

Review Date	Reviewed by (Signature)

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Change log

Change	Date	Updated by	Description
1	05/04/2016	W. Skelton-Hough	Document issued.
2	13/04/2016	W. Skelton-Hough	Name of assessor(s) changed from Zein Azhari, Jan Girman
3	02/06/2017	W. Skelton-Hough	Reference to specific hazards associated with the Metler Toledo AG204 balance added. Risk assessment title added to document footer.
4	15/09/2017	W. Skelton-Hough	Section 3 added back into risk assessment.